



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
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PORTSMOUTH VA 23708-2103

NAVENVIRHLTHCENINST 6240.1A
CS 1 2 AUG 2004

NAVENVIRHLTHCEN INSTRUCTION 6240.1A

Subj: NAVY ENVIRONMENTAL HEALTH BOARD

Encl: (1) Policies and Procedures

1. Purpose. To provide policy, procedures, and guidance for the Navy Environmental Health Board (NEHB).
2. Cancellation. NAVENVIRHLTHCENINST 6240.1
3. Background. Effective Navy-wide environmental health activities must have well-defined long-term goals. Specific environmental health issues must be assessed and analyzed using a population based approach and be accurately prioritized for action.
4. Policy. The NEHB shall provide and promote environmental health guidance for disease prevention and force health protection issues for the Department of the Navy.
5. Functions. The NEHB is an advisory body to the Commanding Officer, Navy Environmental Health Center (NAVENVIRHLTHCEN). Subject to the approval of the Commanding Officer, the NEHB's responsibilities include developing policy and doctrine recommendations, prioritizing activities, and when appropriate, endorsing and/or approving specific projects. Functions include, but are not limited to the following:
 - a. Develop long-range goals for Navy environmental health.
 - b. Develop, enhance and integrate public health surveillance.
 - c. Review issues and make recommendations relating to environmental health contingencies and readiness, including material, personnel, training, and doctrine.
 - d. Identify needs and recommend research strategies to meet long-range environmental health goals.
 - e. Define career pathways with appropriate field and operational experiences for Navy Environmental Health Officers (EHOs).
6. Organization and Management.
 - a. The NEHB will conduct its business according to the policies and procedures specified in enclosure (1).

b. In addition, the Board will periodically review its operations and develop new procedural rules, as necessary to accomplish its mission.

7. Responsibilities.

a. The Commanding Officer, NAVENVIRHLTHCEN will appoint members as detailed in enclosure (1).

b. Officers-in-Charge, Navy Environmental and Preventive Medicine Units (NEPMU) Two and Five shall:

(1) Nominate a uniformed staff EHO for appointment and membership by the Commanding Officer, NAVENVIRHLTHCEN.

(2) Nominate an alternate for the primary member, authorized to participate in all NEHB business in the absence of the primary member.

(3) Ensure assigned EHOs also serve as direct representatives for NEPMU Six and Seven.

c. EHOs assigned at MARFORLANT and Naval Sea Systems Command (NAVSEA) may participate as standing NEHB members, with the support and concurrence of their respective commands.

d. NEHB office holders and members shall carry out responsibilities as detailed within enclosure (1).



D A. HILAND

Distribution: (NAVENVIRHLTHCENINST 5215.2P)

List I

VI

POLICIES AND PROCEDURES

1. Purpose. To establish standard policies and procedures for operating the Navy Environmental Health Board (NEHB).

2. Organization.

a. The NEHB functions as an advisory body to the Commanding Officer, Navy Environmental Health Center.

b. The NEHB will be composed of 12 members appointed by the Commanding Officer, NAVENVIRHLTHCEN and 1 standing technical advisor as a permanent member for a total of 13 (see below table).

Navy Environmental Health Board Composition

<u>Membership Composition</u>	<u>Appointment Category</u>
5 – At-large board members	At-large members selected
1 – EHO Specialty Leader	Standing member
1 – NEHC, Head EH	Standing member
1 – NEHC, EH Technical Advisor	Standing member/permanent
1 - MARFORLANT EHO	Standing member
1 - NEPMU 5 and 6	Standing member
1 - NEPMU 2 and 7	Standing member
1 – NAVSEA	Standing member
1 – EHO of the Year	Selected by community
Total: 13	12 appointed plus selected EHO year

c. The members-at-large are appointed for two years. The Chairman and Secretary are subject to selection, approval and appointment directly by the Commanding Officer, NAVENVIRHLTHCEN. All appointments may be terminated by the Commanding Officer, NAVENVIRHLTHCEN, upon recommendation by the board. At-large members may be reappointed for a second term but not consecutive terms (except for the chairman as indicated in paragraph 2.e. below). Standing appointments will terminate automatically upon a board member's detachment from NAVENVIRHLTHCEN or NEPMU, Specialty Leader, and EHO of the Year.

(1) Limitations and Exclusions.

(a) No individual may serve simultaneously in more than one position on the NEHB.

(b) Members will be active duty military or reserve personnel.

d. Consultants and Guests. The NEHB may invite special consultants and guests. Invitations will be extended by the Chairman on behalf of the NEHB, or by the Commanding Officer, NAVENVIRHLTHCEN.

e. Office Holders. The NEHB will elect from its members a Chairman and Secretary to serve for a period of three years. Incumbents may be re-elected to serve a total of two consecutive terms.

f. Committees. NEHB members will be selected to:

(1) Standing committees that consider recurring topics or issues. They will be formed or dissolved by the Chairman upon recommendation of the board. Members will serve on no more than two standing committees simultaneously.

(2) Ad Hoc sub-committees formed or dissolved by the Chairman, either upon NEHB recommendation or at the Chairman's discretion, consider and make recommendations on relevant issues of a nonrecurring nature.

(3) Other sub-committees formed or dissolved at the discretion of the Chairman that addresses specific issues of interest to the committee.

3. Procedures.

a. Board Meetings.

(1) The NEHB will meet at the call of the Chairman. There will be no fewer than two board meetings per year. Time, location and dates will be determined and approved by the Chairman. Members, alternates and other attendees will be notified of board meetings by the chairman at least 30 calendar days prior to each meeting.

(2) All formal meetings will be conducted according to order of business appropriate to the NEHB's effective function.

(3) Meeting minutes will consist of a summarized written record of all decisions and actions. Minutes will be submitted by the Secretary and approved by the Commanding Officer. Minutes shall be distributed to members, alternate members, and to others on the approval of the Chairman and Secretary.

(4) An annual report of accomplishments, achievements, and pending actions shall be provided to the Commanding Officer by 31 January, annually.

b. Board Protocols.

(1) The board will review all topics and inquiries.

(2) Issues for board consideration should be submitted to the Chairman in the proper format as specified in Appendix (A).

(3) A simple majority of the voting members or alternates of the board will constitute a quorum authorized to transact any business of the board.

c. Committee Organization.

(1) Committee reports will be presented by the committee Chairperson, or appointed representative. Committee deliberations are to be summarized, but all recommendations to the board must be presented in their entirety.

(2) Committees and sub-committees meeting during the course of a regularly scheduled board meeting, will provide a brief written summary of the committee's deliberations, actions and recommendations to the Secretary by the adjournment of the board. A formal written report will be forwarded to the Secretary within 14 calendar days, to be included in the minutes of the board meeting.

(3) Committees and sub-committees meeting between regularly scheduled board meetings will submit a formal written summary of deliberations, actions and recommendations to the Secretary no later than one month prior to the next regularly scheduled board meeting. When appropriate, several meetings may be combined into a single summary report, provided the report includes all dates and attendees at each meeting.

(4) Informal activities of committees and sub-committees (e.g., review and exchange of working documents or telephone discussions) should also be summarized in a written report by the committee or sub-committee Chairman and submitted no later than one month prior to the next regularly scheduled board meeting.

(5) When it is not feasible to provide a written summary in advance of a regularly scheduled board meeting, the committee Chairperson will bring the summary of activities to the board meeting for distribution to board members.

d. Changes to Policies and Procedures.

(1) Recommended changes to these policies and procedures will be forwarded to the Commanding Officer, NAVENVIRHLTHCEN for approval.

(2) Changes to these policies and procedures will become an official part thereof when approved in accordance with paragraph 3.a. (3) above.

4. Responsibilities.

a. Chairman.

(1) Presides over all meetings of the board.

(2) Ensures all actions of the board, its committees and sub-committees follow the policies and procedures outlined in this document.

(3) Maintains the focus and intent of the board in consonance with the mission, vision, and guiding principles.

b. Secretary.

- (1) Functions as the administrator and manager of board operations.
- (2) Prepares reports, minutes, recommendations and records, and maintains the official files of NEHB activities.
- (3) Prepares, records and distributes all minutes, executive summaries and other proceedings to the members, advisors, alternates and others. Also, establishes meeting site locations, meeting rooms, and other logistical support for the board and its committees as may be required and issues notices of meetings.
- (4) Initiate recognition actions for NEHB service by staff, members, advisors, alternates, and others.

c. NAENVIRHLTHCEN EHO.

- (1) Assists the Secretary by establishing on-site locations, meeting rooms and logistic support for the board and its committees, as required.
- (2) Administers and coordinates board activities in accordance with this document. Maintains associated fiscal affairs to include close liaison with the Resource Directorate in development of a proposed budget. Assists with coordinating military, civilian, and invitational travel orders as required by submitting Travel Request (TRs) to the travel section if necessary.

d. Members.

- (1) Attend all scheduled meetings, (*Note: if a member at-large misses two consecutive meetings, they will be removed and replaced.)
- (2) Serve on committees and sub-committees, as appointed.
- (3) Participate on special projects, as required by the board.
- (4) Serve as representative(s) from respective geographical areas and operation commands.

APPENDIX A

**NAVY ENVIRONMENTAL HEALTH BOARD
REQUEST FOR ACTION PAPER (EH-RAP)**

EH-RAP #000*

TITLE

Brief title

ISSUE/PROBLEM STATEMENT

Summarize the issue in 2-3 brief sentences.

PRIORITY

When appropriate, indicate urgency of the problem.

BACKGROUND

One of two paragraphs to establish the context of the problem and show its importance. Detailed background information, if appropriate, will be requested at a later date.

ACTION NEEDED

What should the NEHB do?

ISSUE ORIGINATOR

Point of contact who submitted the issue, with address and phone number.

PERTINENT REFERENCES

List any instructions or other relevant documents, (e.g. CDC recommendations), which should be considered.

PERTINENT PERSONNEL

List any organizations or individuals outside of NAVENVIRHLTHCEN of its Echelon 4 commands, which should be involved or taken into consideration.

* To be assigned by the Secretary.